

NORTH DAKOTA ARMY NATIONAL GUARD ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

JOINT FORCE HEADQUARTERS
Human Resources Office
State of North Dakota
PO Box 5511
Bismarck, ND 58506-5511

THERE ARE 3 VACANCIES THAT WILL BE FILLED THRU THIS PROCESS!

AGR ANNOUNCEMENT: AGR-12-21 OPENING DATE: 7 Sep 12 CLOSING DATE: 17 Sep 12

Applications are now being accepted for the following AGR program Full-Time National Guard Duty (FTNGD) tour under provisions of section 502 (f), Title 32, United State Code. Persons interested in this tour may apply by submitting the required documents listed in the instructions section of this announcement. Questions concerning this notice may be directed to NGND-J1-DHR-AGR at (701) 333-3369 or DSN 373-3369.

POSITION: *Instructor
MOS: 12 Series Career Management Field (CMF) Skill Level 38 (12C, 12N, 12H – 1 position each)
MAX GRADE: E-6
UNIT: 1st Training Bn, 164th Regt
LOCATION: Camp Grafton, Devils Lake, ND
SALARY: Full military pay and allowances to the military grade of the selectee.
SELECTING SUPV: LTC Clark Johnson, OIC, HQ 164th Regiment (RTI), Devils Lake, ND 58301

LENGTH OF TOUR:

New AGR accessions will be placed on an initial AGR tour of 3 years. A subsequent tour is dependent on the needs of the AGR Program, meeting the qualifications for a subsequent tour outlined in AR 135-18, and subject to the approval of the Adjutant General based on the recommendation of a Tour Continuation Board.

AREA OF CONSIDERATION:

This position is open to ND Army National Guard Soldiers in the grades of E-5, E-6 and E-7's willing to accept an administrative reduction to E-6.

***ARMY DIRECT COMBAT PROBABILITY CODING:** This position can be filled by both male and female Soldiers as a result of the Army's Direct Combat Probability Coding System.

ADDITIONAL INSTRUCTIONS: All applicants must have graduated (DA Form 1059) from 10 and 30 level courses in Career Management Field 12. All applicants must have successfully completed Small Group Instructor (SGI) and Army Basic Instructor (ABIC). All applicants must have a valid Engineer Instructor Certification Letter. **APPLICATIONS MUST INCLUDE DA FORM 1059'S FOR 10 Level and 30 Level courses in CMF 12, DA Form 1059 for SGI and ABIC, and Engineer Instructor Certification Letter.**

SPECIALIZED EXPERIENCE: Credit for experience is based on EACH Knowledge, Skill, or Ability (KSA) detailed below. "KSAs" are defined as:

Knowledge – an understanding of the subject matter obtained through specific academic study and/or specific practical application of the task.

Skill – a demonstrated capability to perform the task described (e.g. type 35 or more words per minute).

Ability – based on education, work experience, life experience, or a combination of all three, it is reasonable the applicant could perform the task described.

12 months experience as determined by the following KSAs needed for the duties of the position.

- KSA's:**
1. Ability to use, develop, administer, evaluate and coordinate training programs.
 2. Basic working knowledge of computers and applications.
 3. Ability to gather data and compile plans and reports.
 4. Ability to communicate both orally and in writing in a clear and concise manner.
 5. Skill to secure facilities and coordinate training resources.
 6. Ability to lead, evaluate, correct and learn.

INSTRUCTOR

INTRODUCTION: This position is with the 1st Engineer Battalion (Tng), 164th Regiment (RTI). The purpose of this position is serving as the primary instructor for 12 Career Management Field (CMF) at skill levels 10 and 30. Additionally, instructor will conduct training and provide leadership, mentoring and counseling on various aspects of military service. The additional training requirements will include, but are not limited to military leadership, physical fitness, drill and ceremonies, conduct of military inspections, wear and appearance of the military uniform.

INSTRUCTOR COMMON DUTIES AND EXPECTATIONS:

1. Possess technical skills necessary for training Soldiers assigned to attend courses of instruction.
2. Demonstrate superior military bearing, appearance and knowledge of military skills.
3. Serve as a role model by setting the standard and leading by example.
4. Maintain personal and professional conduct above reproach on and off duty.
5. Ensure that all training and evaluations are conducted in accordance with the Program of Instruction and all applicable TRADOC and DA regulations.
6. Counsel and mentor students regarding academic and demonstrated abilities with intent to maintain or improve performance.
7. Conduct remedial training to assist students to successfully complete the course of instruction.
8. Serve as the primary source of information in the preparation of academic evaluation reports (DA Form 1059).
9. Serve as the subject matter expert (SME) in primary assigned instructional area.
10. Demonstrate knowledge and ability to coordinate with the Engineer Proponent School to solve problems with courseware.
11. Submit recommendations for change (DA Form 2028) when courseware appears to be in error or in need of revision.
12. Display dedication to excellence in training by always being prepared to perform assigned training tasks.
13. Be prepared to improve and increase knowledge, skills, and abilities through personal initiative.
14. Will serve on Mobile Training Teams (MTT) at locations throughout the United States.
15. Serve as the primary or assistant instructor in courses assigned.
16. Coordinate with Branch Chief to ensure that additional instructors and support staff requirements are finalized prior to class start time.
17. Coordinate with S1, S3, and S4 to have all administrative, operations, and logistics requirements met prior to class start time.
18. Conduct inspections of billets, classrooms and training areas.
19. Supervise physical fitness training and dismounted movement of personnel in accordance with applicable military references.
20. Supervise maintenance operations conducted in accordance with applicable Technical Manuals.
21. Perform 24 hour operations during the conduct of evaluated Field Training Exercises (FTX) for skill level 30.
22. Performs other duties as assigned.

INSTRUCTOR QUALIFICATIONS: (The following are required in order to be considered for a position.)

1. Must be a graduate (DA Form 1059) of 10 and 30 level courses in Career Management Field 12.
2. Must be a graduate (DA Form 1059) of Small Group Instructor (SGI).
3. Must be a graduate (DA Form 1059) of Army Basic Instructor (ABIC).
4. Must have a valid Engineer Instructor Certification Letter.

AGR PROGRAM INITIAL ENTRY REQUIREMENTS: Applicants must meet the following requirements:

- * Must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR program. The PHA may be conducted at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility. Applicants with P3 or P4 profiles must meet the standards of AR 600-60 prior to accession.
- * Human Immune Deficiency Virus (HIV) testing for all Soldiers will be completed within 24 months prior to initial entry.
- * Drug screening will be accomplished within 15 days prior to initial entry.
- * All AGR Soldiers will sign the Certificate of Agreement and Understanding prior to being ordered to FTNGD in the AGR program.
- * Enlisted Soldiers must meet reenlistment or extension standards in NGR 600-200, chapter 7.
- * Must have at least 3 years remaining on their current enlistment on the first day of their initial AGR tour.
- * Must have completed initial entry training before submitting an application for the AGR vacancy.
- * Must meet APFT and weight control standards per AR 350-1 and AR 600-9 prior to initial entry.
- * Must be able to serve at least 3 years on FTNGD status prior to completing 18 years of Active Federal Service (AFS) and/or the date of mandatory removal from an active status based on age or service.
- * Must possess the grade equal to, or below, that authorized for the AGR duty position and have the potential to become qualified in the specialty authorized for the AGR duty position within 12 months of the date of assignment.
- * Soldiers whose records are flagged IAW AR 600-8-2 are ineligible for entry into the AGR program until the flag is lifted.
- * Must possess, or obtain a security clearance required by the position for which applying (NGR 604-10).
- * Selectees will be approved by the Adjutant General or his designated representative.

ADDITIONAL INFORMATION:

- * All Soldiers, except Fulltime Retention Force at state level, are required to participate with their units of assignment during inactive duty training (IDT) periods and annual training (AT), to include deployments, special projects, and exercises.
- * AGR personnel are subject to the system of military justice prescribed by the laws of the State of North Dakota.
- * All AGR personnel are rated using the OER/NCOER system.
- * Acceptance of any AGR position in the NDARNG constitutes concurrence with the requirement to wear the military uniform while performing duty.
- * Promotion consideration in the AGR program is linked to the ARNG Leader Development Institutional Training requirements. AGR Soldiers must graduate from Active Component or TASS configured courses.

GENERAL ELIGIBILITY REQUIREMENTS to include profile, aptitude, combat probability, security clearance, and any restrictions as applicable for aviation, AMEDD, Chaplain, or JAGC assignments.

1. HOW TO APPLY:

- a. See attached "Applying for a Active Guard Reserve (AGR) Position with the NDNG"
- b. Ensure that all work experience, both Civilian and Military, related to the job you are applying for is described in full to include dates of employment.
- c. Applications can be mailed to the Human Resource Office (HRO), PO Box 5511, Bismarck, ND 58506-5511 or hand delivered to RJB Armory, 4200 E Divide Ave, Rm 424, Bismarck. HRO Commercial Telephone: (701) 333-3369 or DSN: 373-3369.
- d. Only applications from deployed Soldiers may be scanned or faxed.
- e. Applications must be at the HRO by 1600 on the closing date of the announcement.

NO EXCEPTIONS!

2. **EDUCATION** will be credited on a basis of 30 semester hours or 45 quarter hours equals one year of study. Education must be directly related to the type of work of the position.
3. **MILITARY SERVICE** will be credited on the basis on one year of credit for one year of National Guard Service.
4. **EQUAL OPPORTUNITY:** The North Dakota National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for this position irrespective of race, color, religion, age, national origin, sex, political affiliation, or marital status.
5. Government postage and/or envelopes **WILL NOT** be used to submit applications.
6. Acceptance of Active Guard Reserve (AGR) position will cause termination from Selected Reserve Incentive Program (SRIP) without recoupment. Any unpaid portion of the incentive will be paid to the Soldier. Acceptance of an AGR position will not result in termination of the Student Loan Repayment Program (SLRP). Payments will continue as previously contracted.

APPLYING FOR OFF THE STREET ACTIVE GUARD RESERVE (AGR) ARMY POSITIONS WITH THE NORTH DAKOTA NATIONAL GUARD

**IMPORTANT: Please read this page before you submit your application!
YOU MUST BE AWARE OF THE CONTENTS OF THIS INSTRUCTION SHEET
TO COMPLETE YOUR APPLICATION PROPERLY.**

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. The HRO is not responsible to inform you that your packet is incomplete. However, the Human Resource Office is available during normal working hours to review your application. Call (701) 333-3369 to set up an appointment. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.

**APPLICATION PACKETS THAT DO NOT INCLUDE ALL REQUIRED ITEMS LISTED
BELOW AND/OR CONTAIN AN NGB 34-1 WHICH IS NOT CURRENT OR NOT SIGNED
WILL NOT BE CONSIDERED AND NOT RETURNED.**

- **NGB 34-1 dtd 05 Nov 10** A completed "Application for Active Guard/Reserve (AGR) Position". PureEdge is preferred. This form must include an **original** signature (digital signatures will be accepted) and date on all applications. **Contact your unit if you need assistance in obtaining the current form.**
- **KSA Narrative:** A typed or neatly printed narrative that lists and then addresses each Knowledge, Skill or Ability (KSA) on the announcement. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education, and experience which demonstrate the KSA. Include all military experience (Active Duty and Reserve Component), qualifications or training in an MOS/AFSC. You may also include civilian work experiences (paid or unpaid), training, education, and/or other information that relates to the position advertised. Use complete dates to indicate the amount of your experience. A complete date consists of MM/DD/YY. Education may be combined with experience as defined in the Education section of the announcement. The qualification process will grant credit only for sufficient information. Candidates are evaluated on the KSAs and failure to address them may deem the applicant not qualified for the position.
- **DA Form 705:** A copy indicating successful completion of the APFT and height/weight within the past 12 months. If height/weight is not included on the DA Form 705, then submit a current height/weight statement from your Commander.
- **DA Form 5500/5501, Body Fat Content Worksheet.** (if applicable).
- **MEDPROS Individual Medical Readiness (IMR)** printout. Current.
- **NCOERS/OERs:** Include five most recent - A letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an NCOER/OER (or not having recent NCOER/OER within the past 12 months).
- **DA Form 2-1:** Copy.
- **NGB Form 23A or 23B:** Retirement Points History Statement
- **Certificate of Eligibility (if applicable).** Copy.
- If you have completed any college courses and you feel that it will help you qualify, you may include copies of your college transcripts with the application. If a transcript is required it will be stated on the position vacancy announcement.
- Letters of recommendation are optional unless they are in lieu of a recent NCOER/OER.
- **DO NOT** use Appraisals or Appraisal Standards as proof of your experience.
- **DO NOT** use binders, folders, or notebooks when you turn in your application.
- **DO NOT** use staples.

Applications on non-selected applicants will not be returned, and will not be transferred to another vacancy file. A new application must be submitted for each vacancy.

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.